



# APPLICATION FOR NON-LIFE INSURANCE CLAIM

\_\_\_\_\_  
(Branch)

## TO BE FILLED OUT BY BORROWER/CLAIMANT

### REASON FOR CLAIM (Check appropriate box):

GENERAL LIABILITY       FAMILY PERSONAL ACCIDENT       SABOTAGE AND/OR TERRORISM

DATE OF LOSS	TIME OF LOSS	HOUSING ACCOUNT NO	NO. OF FLOORS	TOTAL FLOOR AREA
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### PROPERTY LOCATION ADDRESS

Unit/Room No., Floor    Building Name    Lot No., Block No.,      Phase No. House No.      Street Name      Subdivision

Barangay      Municipality/City      Province/State/Country (if abroad)      ZIP Code

## BORROWER/CLAIMANT DETAILS

LAST NAME	FIRST NAME	NAME EXTENSION (e.g., Jr., II)	MIDDLE NAME	MARITAL STATUS <input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Annulled <input type="checkbox"/> Legally Separated
RELATIONSHIP TO THE BORROWER	DATE OF BIRTH (MM/DD/YYYY)	AGE		

### PRESENT ADDRESS

Unit/Room No., Floor , Building Name    Lot No., Block No., Phase No. House No.    Street Name    Subdivision

Barangay      Municipality/City      Province/State/Country (if abroad)      ZIP Code

### CONTACT DETAILS

Home  
\_\_\_\_\_  
Cell Phone  
\_\_\_\_\_  
Email Address  
\_\_\_\_\_

## CERTIFICATION

I hereby certify, under pain of perjury that my signature appearing herein is genuine and authentic and the submitted documents are true reproduction of the original documents.

\_\_\_\_\_  
Signature of Borrower/Claimant/Beneficiary/Heir Over Printed Name

\_\_\_\_\_  
Date

**THIS FORM MAY BE REPRODUCED. NOT FOR SALE**

## GUIDELINES AND INSTRUCTIONS

### A. WHO MAY FILE

A Pag-IBIG Fund housing loan borrower, whose properties are affected by a calamity or other cause of loss, and/or who are entitled to insurance claims due to other coverage extended by the Insurance Broker, shall file their insurance claims within six (6) months from the occurrence thereof.

NOTE: The housing loan borrower may submit Report of Loss to Pag-IBIG Fund prior to submission of complete documentary requirements.

### B. HOW TO FILE

The housing loan borrower shall accomplish and submit Report of Loss, Application for Non-Life Insurance Claims and documentary requirements indicated in the Checklist of Requirements for Application of Non-life Insurance Claims (HQP-HLF-717) to any Pag-IBIG Branch or through e-mail. Processing of application shall commence only upon submission of complete documents

### C. APPLICATION OF INSURANCE PROCEEDS

In case the housing account is not updated prior to release, the insurance proceeds shall be applied first to the housing arrearages. The remaining balance shall be refunded to the borrowers.

### D. RELEASE OF INSURANCE CLAIM PROCEEDS WITH MORE THAN P50,0000.00

Release	Amount to be Released
1 <sup>st</sup>	<p>The initial release of the insurance proceeds shall be equivalent to 50% of the amount to be refunded to the borrower. This amount shall be fully utilized by the borrower for the restoration of the subject property within 6 months from the release of the insurance proceeds.</p> <p><b>NOTE: After the initial release had been fully utilized for the restoration of the property, the borrower/claimant shall e-mail or call Pag-IBIG Fund to request for inspection of the house.</b></p>
2 <sup>nd</sup>	<p>The remaining 50% of the amount to be refunded shall be released to the borrower; provided that, the previously released insurance claim proceeds had been fully utilized to the subject property as assessed and/or appraised by the Fund.</p>